

Business Communications

The mission of Guardian Angels Central Catholic School is to prepare all students to reach their fullest potential by learning and leading through Christ.

Teacher Information

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Sycamore Education- pass-a-note communication

Course Description

Business Communications identifies the many types of communication, written, verbal and non-verbal. This class prepares students with the ability to communicate to all people on all levels. The class will develop proficiency in keying letters, memos and reports. Answering phones, meeting people and working with adults in the public is strongly emphasized in this class. Business Procedures is a laboratory course, which identifies the varied activities of the business office. The objective of the course is to prepare students for appropriate office employment by developing integrated office skills including filing, dictation, and electronic calculator procedures.

Teacher Beliefs

- Each person has a dignity and sacred value, which is immeasurable.
- Parents have the primary responsibility for the education of their children.
- Teachers nurture and promote the abilities of each student through the implementation and assessment of the Archdiocesan standards.
- All students can learn and are responsible for their learning.
- Teachers and Students live the message of Jesus through service to the school community, church community, and civic community.

Course Goals

- Students will know many types of communication, written, verbal and non-verbal.
- Students will have a cover letter, resume, and thank-you letter ready for job interview.
- Listen and ask appropriate questions to gather further information
- Demonstrate ethical and legal use of information by citing sources

Classroom Supplies

- Students are responsible for returning all materials in the condition they were received.
- Textbooks are to be covered at all times. Failure to do so will result in a \$3.00 fine. Any damaged or lost material must be paid for by the student at its replacement value.
- You will need to bring your textbook and workbook to class every day.
- You may want to purchase a pocket folder or 3-ring binder.
- You must bring a written utensil as needed.

Policy on Absenteeism

When a student is absent, they are responsible for making up any work they have missed. If a student is absent; normally one day will be allowed for each day absence. If a student knows they are going to be missing class, they should check with the teacher prior to the absence to get the assignment for their work. Under these circumstances, the work is normally due on the day the student returns to school. Any concerns should be brought up with the teacher. I like to think that this is a place of employment. Being tardy or absent will hurt your paycheck. This class will have many projects working in groups. Your grade will reflect your ability to work together.

Extra Help for Students

If any student would like extra help on an assignment or needs additional assignments students are welcome to make arrangements before or after school depending on schedules with me and the student.

Grading Policy and Scale

Students will be evaluated throughout the class through a variety of assignments, projects, quizzes and tests. In addition, we will complete in class review to help you prepare for the test. The in class preparation does not mean you do not need to study at home. You will still need to review at home. The quizzes will cover material we have recently studied and allow me to monitor your learning before a major test.

At time during the year, you will be given long term assignments and/or projects which will require more work outside the classroom. These assignment and/or projects allow you the opportunity to demonstrate your mastery of skills in a way other than a test.

All grades will be given in percentages. Daily grades, quizzes and in class assignments will count once in the grade book. Major test and major assignments and/or projects will count once with more weight added to emphasis importance.

If a student does not turn in an assignment within the required time, a zero will be entered in the grade book. The students will have five school days to turn the assignment into the teacher. Ten points will be deducted for each day it is late. After five school days, the zero will become the final grade for the assignment.

On an individual basis I will determine if a student is allowed to retake a quiz, a test, or redo a daily assignment. If you are given the opportunity for a retake, this must be completed within two weeks of the date. The highest grade that can be obtained on a retake is an 80%.

Students are encouraged to check Sycamore on a regular basis to monitor their progress and check for any late or missing work. The grading scale found in your handbook.

Acceptable Use Of Computers

Access to the internet and other technology at Central Catholic is a privilege and as such, can be revoked when a student misuses the resources. The use of the network and internet is to support research and education. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: plagiarism, duplication copyrighted material, cyber bullying, viewing or transmitting pornographic material. Purchase of goods or services via the Internet is prohibited. Email accounts may not be set up or used during school time without teacher approval. No social networking allowed at any time (for example Facebook, Twitting, Messenger, just to name a few.) Student will not be to play games on the computers-extra time in class should be spending on homework. Students and parents are required to sign an Acceptable Use Policy at the beginning of the school year indicating they understand and will abide by the policy. Any student who does not abide by the policy will be fined \$50 for the unacceptable use of the computer plus a loss of computer privileges.

Students are expected to use the computers properly without causing any damage to the hardware or software. Fines will be incurred by students who abuse the technology.

A \$375 fine will be charged to students who choose to tamper with or remove the stickers containing key codes or other identification information form the computer.

Acknowledgement Page

(If the student or parent/guardian has any questions regarding the syllabus they should contact me before they sign. Once it is signed it is agreed to.)

I _____ (student name), have read and understand this syllabus. I agree with what it contains, including disciplinary action for academic dishonesty and the behaviors. I understand that I am able to discuss any questions or concerns I may have with Ms. Newton. I also realize that this syllabus may have changes or additions to it will be announced by Ms. Newton.

Signature _____ Date _____

I, _____ (parent/guardian), have read and understand this syllabus. I fully understand what it contains, including disciplinary action for academic dishonesty and behaviors. I understand that I am encouraged to contact Ms. Newton by email or by leaving a message at the school regarding any questions, concerns, or inquiries regarding my child's performance or behavior in class. I also realize that this syllabus is a document, and any changes or additions to it will be announced to my child in class by Ms. Newton.

Signature _____ Date _____